

ADDENDUM NO. 3 TO JPL RFP JTD-565939, dated April 9, 2003

The following additional four sets of questions have been asked regarding the subject RFP. JPL's answers follow.

Q1: What documentation is required from institutions represented by project participants? Do you require signatures from authorizing officials and an exact budget from each institution, or does a single budget submitted by the PI sufficient on forms A2 and A19?

A1: JPL does not require signatures from the various subcontractors to you, nor a detailed budget from them. However, your budget should be based, in part, on their proposed costs to you. And those proposed costs should be from the proper source within that given organization. A single budget to JPL in your proposal from the PI is sufficient. However, the breakdown of the subcontracting costs is required.

Q2: What documentation is required from a telescope facility to demonstrate that we have secured observing time? On page 9 of the RFP (in the RFP Technical/Management Proposal Instructions), it is written that the proposer must "Describe the level of guaranteed access to any proposed facility, instrumentation and/or analytical resources." Is a simple description sufficient or is additional documentation required?

A2: A sufficient description is required, but also JPL wants to see evidence from the proper authority of the facility, etc. to you that you have guaranteed access.

Q3: For small NASA proposals (\$100K or so), a financial reserve is not required. For large spacecraft proposals (\$100M), reserves are required. I'd like to assign a 25% reserve to this proposal in the event of an unforeseen situation (e.g. a telescope has a catastrophic failure). I see that there is a section allocated for a discussion of contingency plans (page 9, item #2 in RFP Technical/Management Proposal Instructions), but how can that be allocated in the budget? Is there some special mechanism for this, or should I just budget (and justify) the reserve as a line item?

A3: First, Item #2 on page 9 addresses contingency plans, not contingency costs in the sense of proposing reserve type costs. Proposers are NOT to submit proposals containing a line item(s) for reserves or contingencies. If you include any reserves or contingencies they are not identified as such, but are only included as part of other "legitimate" costs. However, if this is done, your cost proposal, theoretically at least, might be less competitive.

Q4: Note that Attachment 2384 (A1: Acknowledgement to the RFP), Item #11, the “Offeror certifies that it is the type of business indicated below...” followed by a list of business types. I do not see anything indicating that proposals from government institutions are or are not allowed. Is there any restriction against government institutions being involved, or special rules/forms that are required? Also, is Attachment 2842 (A2: Cost Accounting Standards) required for a proposal with a government-employed PI? (it says that this form is required if not a university or small business). How about Attachment 0294 (B6: Requirements for a Subcontracting Plan)? (it says small business is exempt).

A4: There are no restrictions on Government institutions being involved, either as PI or as a subcontractor to the PI. The following is not required for the Government:

- RFP Attachments A-2, B-6, B-10, B-13, B-14
- Specimen Contract General Provisions
- Specimen Contract Additional General Provisions (AGPs)

The following do apply to the Government:

- The RFP’s General Instructions
- The RFP’s Technical/Management Proposal Instructions
- The RFP’s Cost Instructions
- RFP Attachments A-1, A-14, A-19
- The Statement of Work/Delivery Performance Schedule (Attachment 1) and Exhibits already included in the RFP.

However, Government PIs need to receive their own Specimen Contract type. Upon request, JPL will be happy to immediately send such. As noted above, the Government type Specimen Contract would have the same Statement of Work/Delivery Performance Schedule and Exhibits as the Specimen Contract for either non-profit entities or universities.